



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

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Planning Board Approved Minutes

September 14, 2016

7:00pm @ Community Development Department

Chairman Paul Gosselin, present

Margaret Crisler, present

Dan Guttman, present

Kathleen DiFrusia (alternate), excused

Matt Rounds (alternate), present

Gabe Toubia (alternate), excused

Ross McLeod, Board of Selectmen representative, present

Jennifer Simmons, Board of Selectmen alternate- excused

Vice Chair Kristi St. Laurent, present

Alan Carpenter, present

Ruth-Ellen Post, present

Staff:

Dick Gregory, Community Development Administrator

Andrea Cairns, Minute Taker

Temporary Signs

Mr. Gregory noted that you cannot attach temporary signs to trees or utility poles per RSA 236:75. Windham's ordinance states that temporary signs are allowed to be attached to trees. Mr. Gregory noted it does apply to town roads and the police department enforces it. Chairman Gosselin added that temporary signs are allowed if the work is being done on the premises.

Ms. Crisler noted if they removed the word "trees" they were still allowing business to post signs on fences and lawns. Chairman Gosselin agreed, but felt that would be up to the homeowner to allow that.

The board discussed whether it was necessary to change the ordinance in order to comply with state law. The board chose to leave the wording as is and readdress the language another time if it became an issue.

Cultural and Historic Resources Chapter of the Master Plan

Frank Farmer, Chairman of the Windham Historic Commission was present.

Mr. Farmer walked the board through the highlights of what they included in the chapter. They kept some of the content from the 2005 master plan. They spoke about the six historic districts and explained what the different areas were. They also reviewed some of the eligible historic homes in town and some structures such as Indian Rock. Boy Scout Troop 266 has an Eagle Scout candidate that plans to clean up Indian Rock and build a kiosk. They also included other areas of significance such as Searles School and Chapel, the Armstrong building as well as some of the ponds and lakes.

Mr. Guttman suggested they include the historical context of the Campbell Farm, Cobbett's Pond and Canobie Lake.

Mr. Carpenter indicated areas where the text didn't read properly, but noted overall the chapter was nicely done.

Ms. Post congratulated the commission on doing an excellent job, it was well written and the photos are valuable. She added that she is looking for specific goals and recommendations going forward, not just a status report.

Mr. Farmer noted the National Register paperwork needs to be filled out and they are working towards that. It is more significant for the buildings than it is for the town. The building would not be able to be altered unless they went through the commission. Homeowners can choose to move forward if they want to since they are mostly private residences. Ms. Post suggested they include which residences they would like to see on the National Register in the next 10 years.

Mr. McLeod noted a few type and formatting changes.

Ms. Crisler noted the commission did an excellent job. She added that another resource for the chapter would be the photographs taken by Ms. Normington, which are compiled into a resource book. Mr. Farmer explained they are doing a booklet with all the homes in order of the tax map and streets, and trying to get old pictures as well as new pictures of each home.

Mr. Guttman noted that the town has the capability to utilize GIS software to identify all the historic plots and overlay that map onto the town's tax map.

Ms. Post encouraged the commission to think about the historic districts that exist now and think about any expansions or potential changes they might want to see.

Mr. Gosselin suggested they come back to the board when they have an updated draft that is ready for approval. He doesn't want to schedule a date until they are ready.

Community Facility Chapter of the Master Plan

Mr. Carpenter would like to have the school facilities included in the chapter. He is working on that, but the school district has not given him the information he needs yet.

The board discussed whether the CIP information should be included in that section. Mr. Guttman noted that the value of the CIP is that it helps create a baseline budget. There are a number of facility related items in the CIP, so having it in that section makes sense.

Mr. McLeod noted that the CIP is a broad-based discussion on funding mechanisms, which could be included in a separate chapter.

Ms. Post suggested forming a committee to work on the chapter and get a collective viewpoint. She would like to see recommendations for the future. It would be great to see the plan for the town center for the next 10 years as well as police and highway. Will they need new equipment?

Ms. Crisler agreed there were no goals included. She added the reason the CIP is mentioned is because in order to have a CIP, you need a master plan and the CIP projects are supposed to be mirrored in the master plan.

Mr. Carpenter noted from the police and fire department perspective, they have given all they want in there. Historically it is a facility document. He suggested finishing the chapter and inviting department heads to a meeting to see if they could create goals.

Mr. Guttman noted that the CIP committee would be presenting their 5, 7 and 10 year plans at the October 5th meeting.

Mr. Gosselin noted that replacing equipment wouldn't be a goal. If the town continues to grow, will they need a combined police and fire station or will they need a community building instead of the town hall? Updating old equipment is transactional. He is happy to have some of the CIP information included, but doesn't feel it falls under community facilities.

Mr. Carpenter will let them know when he is ready to present an updated chapter.

Mr. Gosselin noted that even if they stated simple goals, they might want to add a line stating, "maintaining and sustaining equipment." Mr. Carpenter would consult with the police chief on what he wanted to include.

Recreation and Open Space Chapter of the Master Plan

Mr. Guttman noted that Cheryl Haas did a lot of work and hoped they could find a date that worked with her schedule so she could attend the meeting. The chapter they were reviewing included the feedback they received at the last meeting.

Ms. Post wished Ms. Haas could have been present, the chapter is very well done and goal driven and very well articulated.

Mr. Gosselin noted there seemed to be artwork missing (concept art). Mr. Guttman noted that was going to be passive recreation that will be donated as part of the I93 project. They need to determine the acreage before they can put that information in there.

Mr. Carpenter noted there are minor typos and suggested they proofread it again.

Ms. St. Laurent suggested moving the paragraph about the community band to the top of the page. Mr. Guttman noted they would work on making that flow better.

The board agreed they should take out the last sentence that defines passive and active programs.

MOTION: Mr. McLeod made a motion to approve the Recreation and Open Space chapter as amended. Mr. Carpenter seconded the motion. Vote 7-0. Motion passed.

Ms. Crisler noted in the past they spoke about increasing the budget so they could streamline and edit the chapters and create a template so each chapter looked the same.

Ms. Post questioned how much those services would be. She has done some research on what other towns have done and none of them went about it the same way. She suggested they could potentially get an intern to come in and do that work. She would connect with Mr. Gosselin and they would put something together.

Master Plan Status Reports

Mr. Gosselin noted going forward they would not schedule a workshop for a chapter until they know it's ready.

Demographics – they need state and federal resources to update

Economic development – no status update

Natural resources – Mr. Guttman noted it is a very large and intensive chapter. There is a lot of data they are trying to collect. Maps are very outdated and have very little value. From a GIS perspective they are very far behind. Eric DuLong will help them with the GIS portion.

Housing – the committee has met regularly every two weeks. They are very data driven. They may need to update the first land use chapter that has been approved. They are shooting for November.

2017 anticipated chapters

Transportation – Ms. St. Laurent is meeting with the highway safety committee this month.

Mr. Gosselin noted the remaining chapters don't have committees assigned yet, but they may want to wait until the other chapters are complete since there is still a significant amount of work still to be done.

2017 Town Meeting Items

Buffers and Screening - Ms. Post was assigned to look at this. She questioned what they board wanted to change. The board chose to strike it from the list since it was unclear as to what they had wanted to change.

Pervious Pavement – Mr. Guttman and Mr. Gosselin will address this.

Elderly housing – Ms. Crisler, Mr. Guttman and Mr. Rounds will address this. The current way they determine the yield plan isn't working. They will explore other ways to determine number of bedrooms.

Mr. Gosselin noted he did not plan to schedule a workshop on September 28th. Mr. Carpenter noted there is an agenda item scheduled for September 21st that would not be finished that night and could continue to the 28th if there wasn't a workshop scheduled.

Mr. Gosselin noted there are a number of large, complicated and time-consuming applications that will be coming soon. They may want to take the September 28th workshop as an additional public hearing. The board had no objections to utilizing workshop times for public meetings.

Bond Release

Mr. Carpenter recused himself. Mr. Rounds was seated in place of Mr. Carpenter

Mr. Gosselin noted there was a \$36,200 financial guarantee in the form of a cash bond and the applicant requested release of a portion of that. Mr. Keach recommended reducing the total to \$7,200 since the bulk of the work was completed.

Mr. Ross also recused himself.

Mr. Carpenter is an abutter, which is why he recused himself. He requested that the board hold their decision for two weeks. He would like to look at what they have achieved. There is the potential that the site work could push water onto his property and he wants to review it. If it has put his property at risk, he would like time to react.

Mr. Gosselin noted that Mr. Keach stated the funds would cover the work that has not been completed. They generally follow the recommendation of Mr. Keach.

Ms. Crisler noted she would like to postpone their decision until next week and respect Mr. Carpenter's request. If there are any concerns, he could still communicate with the chair.

Ms. St. Laurent noted she hasn't looked at the site closely, but she was surprised at the amount of the reduction they were asking for because she didn't feel they were that close. They do generally take the recommendation of the town engineer, but she would like the chance to review the site. She doesn't recall it being quite there yet.

Ms. Post agreed. She feels there is a lot of work that remains.

MOTION: Ms. Post made a motion to make a recommendation for a release of \$15,000 out of the \$36,200 original balance leaving an ending balance of \$16,000 with the understanding they could review the balance at a future date.

Discussion: Mr. Rounds questioned if there was precedence for changing the amount recommended by Mr. Keach. Mr. Gosselin noted they do have that authority and have done that in the past.

Ms. St. Laurent seconded the motion. Vote 5-0-1. Mr. Rounds abstained. The motion passed.

Review of the 8/3/16 Minutes

MOTION: Ms. Crisler made a motion to approve the 8/3/16 minutes as written. Mr. Guttman seconded the motion. Vote 7-0. Motion passed.

Review of the 8/31/16 Minutes

MOTION: Mr. Guttman made a motion to approve the 8/31/16 minutes as written. Ms. Post seconded the motion. Vote 6-0-1. Mr. McLeod abstained. Motion passed.

Old Business

Ms. St. Laurent noted she went to the local land use planning pipeline safety event. They created a document for guidelines for planning boards that contained a checklist for town safety plans and guidelines for regulations on buried electrical and gas lines and any chemicals, liquids, spills or

things being transported. The Nashua Regional Planning Commission created a document that she will provide to Mr. Gregory.

Mr. Guttman noted he purchased a brick on behalf of the planning board for the fundraiser for the passive recreation area at Griffin Park. The brick was \$100. They have raised almost \$25,000 so far.

MOTION: Mr. Guttman made a motion to adjourn at 8:54 p.m. Mr. Carpenter seconded the motion. Vote 7-0. Motion passed.